

WEST PALM BEACH POLICE DEPARTMENT

II-27 ADMINISTRATIVE REPORTING PROGRAM

EFFECTIVE: 10/01/2005

CALEA Standards: 11.4.1

CFA Standards: N/A

I. POLICY: The purpose for this directive is to establish a comprehensive reporting program for the purpose of keeping personnel informed on the activity of the agency and provide a statistical basis for planning, resource allocation, budgeting and the formulation of operational strategies.

II. REPORTING PROGRAM POLICY:

A. Daily Shift Report – A report summarizing significant occurrences during the previous tour of duty. This report is to keep personnel informed of major crimes, accidents, arrests, and other activities that may influence the day to day operations of the agency. This report will be generated by a division supervisor or designee and distributed via department e-mail or through Issues and Actions.

B. Monthly Report – A report summarizing departmental activity and occurrences by bureau. The bureau commander or designee will be responsible for generating the monthly report. The form and content of each report will vary due to different tasks performed by each bureau. The monthly reports will be distributed to the administrative staff via department e-mail.

C. Semi-Annual Report – Internal Affairs Report focusing on Early Warning System reporting. This report should act as a tool for supervisors and Command level personnel. The report summarizes use of force complaints or other situations captured by Control of Persons Reports. The semi-annual report will be prepared by the Internal Affairs Unit Commander and distributed via the Power DMS document delivery system. This report is done twice a year.

D. Annual Report - This report is a summary of concerns, issues, activities, and comparative data and statistics reflecting the extent to which the department has accomplished its mission. It includes the final report on progress toward meeting the annual goals and objectives from each component. The purpose of the internal annual report is to reflect back on the agencies activities and achievements and make required adjustments as needed, to ensure the agency's direction and purpose is in cooperation with all concerned to meet agency objectives and values. This report will be prepared by Support Services Division and distributed via the Power DMS document delivery system.

Delsa R. Bush, Chief of Police

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Revised: N/A

I.D. # 1350

History: NEW

Old SOP # N/A

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Job Title Task Files: Bureau Commander, Shift Commander